

CATHOLIC CHAPLAIN (INTERMITTENT)



OPEN-SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE SPOT EXAMINATION FOR:

SEE ATTACHED LISTING OF LOCAL TESTING OFFICES

Indicate in Block No. 1 of your application under the examination title the location where you wish to establish eligibility. Candidates may only establish eligibility in one location. If only one location is listed, indicate that location on your application.

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections (CDC) during this testing period. CDC testing period for this examination is: **January - December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to address(es) indicated on the attached listing of Local Testing Offices. Each testing office will accept applications continuously and will notify and test applicants as needs warrant. You must submit a separate application to each testing office of your choice. Applications may be filed in person or by mail.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis and will be retained for 12 months. After this period, applicants should submit a new application. All applicants must meet the education and/or experience requirements for this examination at the time he/she files his/her application.

NOTE: Only applications with an original signature will be accepted.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) As of **8/30/00:**
\$19.99 to \$24.97 – Hour
\$80.00 to 174.91 – Day

MINIMUM QUALIFICATIONS Ordained priest, duly accredited by and in good standing with the Roman Catholic Church, and approved by the Bishop of the diocese in which the institution is located.

and

Education: Completion of theological studies for the Bachelor of Sacred Theology degree or its academic equivalent from a theological seminary approved by the Roman Catholic Church; and equivalent to graduation from college with a minimum of 12 semester units in counseling, psychology, or a related field.

Note: Applicants must submit a letter of good standing with the Roman Catholic Church by the Bishop of the Archdiocese/Diocese in which the institution is located. A letter from the “Vicar Clergy” of the diocese in which the institution is located is acceptable in the absence of a letter from the Bishop.

Special Personal Characteristics: Insight into the factors involved in the development of behavior problems, including mental disorders; demonstrated aptitude for working effectively with the socially abnormal; interest in the welfare and spiritual needs of institution residents; emotional stability; adaptability; firmness; patience; self-control; tact; neat personal appearance; pleasant and wholesome personality; good judgment in moral, ethical, and religious matters.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

- Scope:**
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:
- A. Knowledge of:
- 1. Factors involved in the development of behavior problems, including mental disorders and the principles of mental hygiene.
 - 2. Purposes of mental and correctional institutions.
 - 3. Methods of rehabilitation.
 - 4. Mental disorders and the principles of mental hygiene.

EXAMINATION
PLAN CONTINUED

- B. Ability to:
1. Organize, prepare and conduct Roman Catholic religious services and courses on ethics, religion, and sacred music.
 2. Counsel institution residents and their families on moral and ethical problems.
 3. Establish rapport with institution residents.
 4. Analyze situations accurately and adopt an effective course of action.

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST
INFORMATION

A separate eligible list will be established to fill vacancies for each of the location(s) listed above.

Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A Catholic Chaplain, under direction, gives spiritual and moral guidance to State institution residents; celebrates Mass, administers sacraments and conducts other Roman Catholic religious rites as needed by institution residents; organizes and instructs classes in Roman Catholic Religion, ethics, and sacred music; cooperates with other staff members in carrying out the institution treatment program; supervises the arranging of programs conducted in the institution by visiting religious and allied groups; assists in problems involving welfare agencies where family help is needed; visits the sick; works with residents in their group and club activities; counsels families on problems involved in rehabilitation; explains and interprets the institution's religious program to community groups; serves, when designated, as a member or consultant to the institution, classification committee, and does other related work as required.

Position(s) exist with the institution(s) on the attached listing.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box of the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veterans preference points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans preference points. Career credits will not be granted in this examination.

GENERAL INFORMATION

Veteran's Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in Open Nonpromotional Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veterans Preference Points are on the Veterans Preference Application (Std. Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

Applications are available at Department of Corrections offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDC TESTING INFORMATION CALL (916) 322-2694
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2922

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

CATHOLIC CHAPLAIN (INTERMITTENT)

AVENAL STATE PRISON
#1 Kings Way
P.O. Box 8
Avenal, CA 93204
(559) 386-0587 EXT. 5082
TDD: (800) 735-2922

CALIFORNIA CORRECTIONAL INSTITUTION
24900 Highway 202
P.O. Box 1031
Tehachapi, CA 93581
(661) 822-4402 EXT. 4902
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, LOS ANGELES COUNTY
Attn: Personnel Office
44750 – 60th Street West
Lancaster, CA 93536-7620
(661) 729-2000 EXT. 5229
TDD: (800) 735-2922

CORRECTIONAL TRAINING FACILITY
Highway 101 North of Soledad
P.O. Box 686
Soledad, CA 93960-0686
(831)-678-3951 EXT. 4570
TDD: (800) 735-2922

HIGH DESERT STATE PRISON
475-750 Rice Canyon Road
P.O. Box 270220
Susanville, CA 96127-0220
(530) 251-5100 EXT. 5634
TDD: (800) 735-2922
**(PLEASE NOTE: THIS INSTITUTION ADMINISTERS
DELEGATED EXAMINATIONS FOR CALIFORNIA
CORRECTIONAL CENTER)**

NORTH KERN STATE PRISON
2737 West Cecil Avenue
P.O. Box 5007
Delano, CA 93216-5007
(661) 721-2345 EXT. 5325
TDD: (800) 735-2922